

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 30 September 1958

FROM : Chief, Clerical Training

SUBJECT: Weekly Report No. 38, 23 - 30 September 1958.

1. Field Recruiters' Meeting: On 25 September 1958, the Chief, Clerical Recruitment Branch, Office of Personnel, requested that a member of the Clerical Training staff attend a meeting of Office of Personnel field recruiters. Mrs. [ ] represented this office. She prepared a complete report of the topics discussed and submitted it to Chief, Clerical Training; carbon copies were forwarded to Chief, Intelligence School.

2. Numbers in Clerical Induction Training. During the week of 23 September 1958 there were 96 people in Clerical Induction Training. Of those, 40 entered for the first time.

3. Numbers in Clerical Orientation Training. During the week of 23 September 1958 there were 34 people in Clerical Orientation.

4. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 23 September 1958 were as follows:

	<u>Tested</u>	<u>Qualified</u>
Shorthand	13	3
Typewriting	23	17

Document No. 120 34  
NO CHANGE in Class. ☐

☐ DECLASSIFIED

Class. CHANGED TO: TS S (C)

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Date: 14 March 1978 By [ ]